

File an Execution Electronically in a Small Claims Case

If you are the person who filed a new civil, family, housing or small claims case electronically in the Superior Court or small claims session (plaintiff), you will have electronic (on-line) access to the case right away. If you are the plaintiff in any existing e-filable case or if you are filing a new case on paper, or if you are the person who is being sued (defendant), you must ask the Clerk to give you electronic access to the case before you can file or view documents electronically. (See the section on requesting electronic access.)

Note: You can find a list of the types of cases on which you can and cannot file on-line in the revised [Procedures and Technical Standards for E-Services](#). If the case is an existing case, you can also check the docket number to know if the case is e-filable (paperless). If the number that follows the year is a 5 or a 6, the case is e-filable (paperless). For example, FBT CV 16 6051245 or HHD FA 15 5061789 are paperless.

1. For cases initiated prior to October 16, 2017 (pending and post-judgment cases) that have *not* been transferred to the small claims docket in the appropriate judicial district or housing session location, if you are filing electronically, you must file any Application for Execution (Wage, Property and Financial Institution), Execution Refiled as Corrected-No Fee, Return of Execution (satisfied, partially satisfied, unsatisfied), Affidavit of Lost Execution or Execution Returned Unserved through Centralized Small Claims E-Filing, using the small claims docket number (SCC 123654 or SCAH 164532). Once an execution (or other document) is filed, the case will be transferred to the small claims docket in the appropriate judicial district or housing session location and assigned a new docket number. Thereafter, all subsequent documents must be filed electronically through Superior Court E-Filing, using the new docket number.
2. If you are filing an execution (or any other document) on paper in a case that has not been transferred and assigned a new docket number, you must file the execution with the clerk of the appropriate judicial district or housing session location. Once the execution is filed, the case will be transferred to the small claims docket in the appropriate judicial district or housing session location and assigned a new docket number, and all subsequent documents must be filed using the new docket number.
3. For cases initiated on and after October 16, 2017 and for pending and post-judgment cases that *have been transferred* to the appropriate judicial district or housing session location and assigned new docket number, executions (and any other documents) must be filed electronically through **Superior Court E-Filing** by attorneys and law firms without an exclusion from electronic services. If an execution (or any other document) is filed electronically by a self-represented party, it must be filed through **Superior Court E-filing**.

Note: For pending and post-judgment cases that have been transferred to the small claims docket in the judicial district or housing session location and assigned a new docket number, the filer must use the newly-assigned Superior Court docket number.

File an Execution Electronically in a Small Claims Case (continued)

Filing an Execution in Centralized Small Claims E-Filing

If your case was started prior to October 16, 2017 and has not been transferred to the small claims docket in the appropriate judicial district or housing session location and assigned a new docket number, and you are filing an execution electronically, you will file it through **Centralized Small Claims E-Filing**. Once it is filed, the case will be transferred and assigned a new docket number, and all subsequent documents must be filed using the new docket number through **Superior Court E-Filing**.

Here is a checklist of what you must do to file an execution on-line in **Centralized Small Claims E-Filing**.

To file an execution on-line through Centralized Small Claims E-Filing, you must:

1. Enroll in E-Services to set up a User ID and password if you have not already enrolled
2. Log in to E-Services with your User ID and password
3. Choose **Centralized Small Claims E-Filing**
4. Go to the main page (case detail page) for your case
5. Choose **E-file Execution Document** as your case activity
6. Select **Application for Execution – Wages (JD-CV-3)** or other type of execution
7. Select the party or parties that you are filing the execution against
8. Choose **Yes** or **No** to say whether the application is being filed on behalf of a state agency, and **Continue**
9. The system pre-fills information that is in the court record.
10. Provide any additional information that is marked with a **red** asterisk (*)
11. Sign the application by entering your User ID and telephone number, and **Continue**
12. Review the documents and choose **E-File this Document**
13. Select the execution in the shopping cart
14. Enter your credit card information and process the payment
15. Print the confirmation page that shows what you filed with the court

For more help on filing an execution electronically in a small claims case through **Centralized Small Claims E-Filing**, please go to [E-File Executions in Small Claims Matters](#).

File an Execution Electronically in a Small Claims Case (continued)

Filing an Execution in Superior Court E-Filing

For cases initiated on and after October 16, 2017 and for pending and post-judgment cases that have been transferred to the appropriate judicial district or housing session location and assigned a new docket number, executions (and any other document) being filed electronically must be filed through **Superior Court E-Filing**.

Here is a checklist of what you must do to file an execution on-line in **Superior Court E-Filing**.

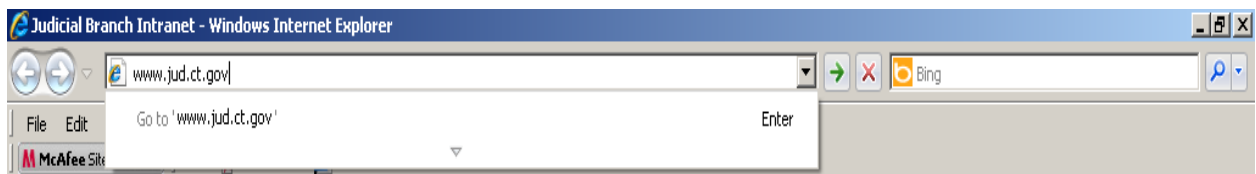
To file an execution on-line through Superior Court E-Filing, you must:

1. Enroll in E-Services to set up a User ID and password if you have not already enrolled
2. Log in to E-Services with your User ID and password to request electronic access if you do not already have electronic access to your case
3. Be approved for electronic access by the clerk of the court
4. Prepare your application for execution filling in the form and converting it to a PDF document
5. Save the PDF document so you can find it when you are filing it on-line
6. Log in to E-Services with your User ID and password
7. Go to **Superior Court E-Filing**
8. Go to the main page (case detail page) for your case
9. Choose **E-file a Pleading or Motion** as your desired case activity
10. Select the name of the document: Application for Execution – Wages (JD-CV3)
11. Upload your application
12. Certify that you have delivered a copy of the motion to all other self-represented parties and attorneys of record
13. Sign your motion and certification by entering your User ID
14. Pay the fee using a **Discover, Visa, MasterCard or American Express** credit card
15. Print the confirmation page with the information on what you filed with the court

Instructions and Pictures of how to upload and file your motion or pleading on-line:

1. In the address bar, type <http://www.jud.ct.gov>. The Judicial Branch supports three browsers – Microsoft Internet Explorer® version 11 or higher, Chrome 50.0 or higher, or Firefox 45 or higher. The address bar for those browsers is shown below:

Microsoft Internet Explorer®:



Firefox:



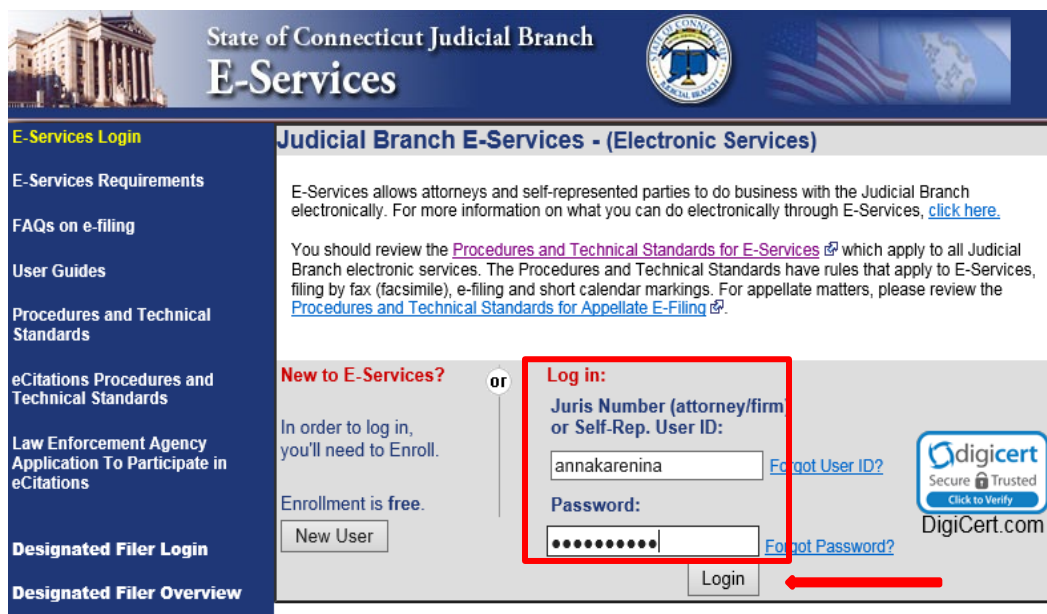
File an Execution Electronically in a Small Claims Case (continued)

1. Choose **E-Services** from the menu on the left side of the Judicial Branch home page to go to the E-Services Welcome Page

Certain documents cannot be filed electronically (on-line), such as a documents for which a fee waiver has been granted or a motion to be made a party or to intervene, or any sealed or lodged documents. For a complete listing, please check the revised [Procedures and Technical Standards of E-Services](#).



2. Choose **LOG-IN**
3. The log-in page will appear.
4. Enter your User ID and your password



5. Click **Login** to log in to E-Services and go to the E-Services home page.

File an Execution Electronically in a Small Claims Case (continued)

6. Select **Superior Court E-Filing** from the menu options on E-Services home page

State of Connecticut Judicial Branch
E-Services

Logged-In User: Anna Karenina (annakarenina) E-Mail: alice.mastrony@jud.ct.gov Logout

Welcome to E-Services. The links on the left side of this page show the electronic services available to self-represented parties. For more information on what you can do electronically through E-Services, [click here](#).

You should review the [Procedures and Technical Standards for E-Services](#) which apply to all Judicial Branch electronic services. The Procedures and Technical Standards have rules that apply to E-Services, filing by fax (facsimile), e-filing and short calendar markings.

Specific procedures that apply to Appellate E-Filing are contained in the [Appellate Procedures and Technical Standards](#).

For questions, comments or suggestions [CONTACT US](#).

7. You will see the Superior Court E-Filing menu. To file a pleading or motion in an existing case, you must go to the main page (case detail page) for the case.

State of Connecticut Judicial Branch
Superior Court E-Filing

Logged-In User: Anna Karenina (annakarenina) E-Mail: alice.mastrony@jud.ct.gov Logout

You can ask for electronic access to your e-filable civil/housing and family case so you can file documents, look at documents filed in your case, and mark your short calendar matters electronically. Almost all civil, housing and family case types are e-filable.

You can see a list of cases you have requested electronic access to and cases you have been given electronic access to on this page.

You can find out more about the links on the left side of the page by [clicking here](#).

Log out of E-Services when you have finished what you are doing to protect your privacy. If you don't use the mouse or the keyboard for 30 minutes, the system will show a message asking you if you want to log off or stay logged in. If you don't pick either choice, the system logs you out after 60 seconds. If you are in the middle of filing something and the system logs you out, you will lose any information you have entered, and you will have to start your filing from the beginning.

[Disclaimer](#)

Cases with pending electronic access requests or approval for electronic access for Anna Karenina (annakarenina) Total: 4

Category	Docket No.	Case Name	Location	Activity
Civil	HHD-CV-17-6062011-S	KARENINA, ANNA v. THORNTON, TROOPER	Hartford JD	NEW
Civil	HHB-CV-17-5016829-S	PLAINTIFF, S00_CLERK v. DEFENDANT, S00_CLERK	New Britain JD	NEW
Civil	FBT-CV-14-5030205-S	KARENINA, ANNA v. THORNTON, TROOPER	Bridgeport JD	NEW
Civil	FBT-CV-17-6052069-S	PAINT PRODUCTS, INC. v. KARENINA, ANNA	Bridgeport JD	NEW

8. You can go to the case detail page of your case by:
- Clicking on the docket number of a case shown in the list of cases with pending electronic access requests or approval for electronic access (outlined in **purple** at the bottom of the page shown); or
 - Choosing **By Docket Number** from the list of choices under **E-file on an Existing Case** on the left menu (outlined in **red** on the left side of the page shown); or
 - Choosing **By Party Name** from the list of choices under **E-file on an Existing Case** on the left menu (outlined in **red** on the left side of the page shown); or
 - Choosing **List My Cases** from the list of choices under **E-file on an Existing Case** on the left menu (outlined in **red** on the left side of the page shown).

File an Execution Electronically in a Small Claims Case (continued)

9. If the case name and docket number do not appear in your list of cases on this page,



The cases listed on this page are the cases that you have requested electronic access to or cases for which your electronic access has already been approved. If you have not requested and been approved for electronic access to a case, you cannot file on-line in that case.

To ask for electronic access to a case, you must go to the case detail page of the case by entering the docket number or a party name. On the case detail page, you must select **Request Electronic Access**, fill out and print the request form and take the form and an acceptable form of photo identification to the clerk's office at the court where the case is located.

You can get more information about requesting electronic access on the E-Services Welcome page under the **Self-represented Parties** tab.

10. Click the docket number of the case shown in the list at the bottom of the page

11. You will go to the case detail page for the case

Logged-In User: Anna Karenina (annakarenina)		E-Mail: alice.mastrony@jud.ct.gov		Logout
FBT-CV14-5030205-S		KARENINA, ANNA v. THORNTON, TROOPER		
Prefix/Suffix: [none]	Case Type: M83	File Date: 07/28/2014	Return Date: 07/28/2014	
Case Detail	Notices	History	Scheduled Court Dates	Self-rep Help Manual

[To receive an email when there is activity on this case, click here.](#)

Select Case Activity:

Information updated as of: 08/08/2017

Case Information
Case Type: M83 - Misc - Small Claims Transfer to Regular Docket
Court Location: Bridgeport JD
List Type: HEARINGS IN DAMAGES (HD)
Trial List Claim: 08/14/2014
Last Action Date: 08/08/2017 (The "last action date" is the date the information was entered in the system)

Disposition Information
Disposition Date: 06/18/2015
Disposition: JUDGMENT AFTER COMPLETED TRIAL TO THE COURT - HEARING IN DAMAGES
Judge or Magistrate: HON RICHARD GILARDI

Party & Appearance Information		
No Fee	Party	Party

12. Select **E-File a Pleading or Motion** and click **Go**

13. You will now see the Select Pleading/Motion/Other page.

Note: This page allows you to choose the name for the pleading, motion or document that you are filing. You must choose the correct name because the name that you choose will make the document you file go to the file, be placed on a short calendar, or come to the attention of the clerk, such as the application for execution that is being filed in this example. The name also tells other people, including the Judge, other self-represented parties and the attorneys in your case, what you are filing. It is very important that you name your document correctly when you create it and it is also very important that you choose the correct name for your document on this page.

14. File an Execution Electronically in a Small Claims Case (continued)

15. You can use the search field by entering a word or a few letters from a word in the name of your document. Enter "EXEC" to search for execution documents. The document being filed in this example an application for execution – wages.

The screenshot shows the 'Pleading/Motion/Other documents will be filed on behalf of the following party' section with 'P-01 ANNA KARENINA'. Below is a 'Search' section with a search field containing 'exec' and a dropdown menu for 'Choose a Category' with a down arrow icon. Below the search section is a table titled 'Select a Pleading/Motion/Other to E-File' with a list of document types. The 'APPLICATION FOR EXECUTION-WAGES (JD-CV-3)' is highlighted with a red box.

Select	Pleading/Motion/Other to E-File
Select	AFFIDAVIT BY DEFENDANT AND OBJECTION TO EXECUTION - SUMMARY PROCESS
Select	APPLICATION FOR EXECUTION FINANCIAL INSTITUTION-DEBTOR IS A NATURAL PERSON (JD-CV-24) <small>Additional Info: Not for use on Summary Process (eviction) cases</small>
Select	APPLICATION FOR EXECUTION FINANCIAL INSTITUTION-DEBTOR IS NOT A NATURAL PERSON (JD-CV-24N)
Select	APPLICATION FOR EXECUTION-PROPERTY APPLICATION, ORDER, EXECUTION (JD-CV-5)
Select	APPLICATION FOR EXECUTION-WAGES (JD-CV-3) <small>Additional Info: Not for use on Summary Process (eviction) cases</small>
Select	EXECUTION REFILED AS CORRECTED - NO FEE
Select	EXECUTION RETURNED
Select	EXECUTION RETURNED PARTIALLY SATISFIED
Select	EXECUTION RETURNED SATISFIED
Select	EXECUTION RETURNED UNSATISFIED

16. You can also select a name from a list found in particular category by clicking the down arrow to show the list of categories. Clicking on a category will give you a list of names in alphabetical order to choose from.

[Show Instructions](#)

[Select Pleading/Motion/Other](#)

The screenshot shows the 'Pleading/Motion/Other documents will be filed on behalf of the following party' section with 'D-01 FRED FLINTSTONE'. Below is a 'Search' section with a search field and a dropdown menu for 'Choose a Category' with a down arrow icon. A red arrow points to the dropdown menu, which is open and shows a list of categories. The 'Complaints' category is highlighted with a red arrow.

Select	Pleading/Motion/Other to E-File
Select	AFFIDAVIT BY DEFENDANT AND OBJECTION TO EXECUTION - SUMMARY PROCESS
Select	APPLICATION FOR EXECUTION FINANCIAL INSTITUTION-DEBTOR IS A NATURAL PERSON (JD-CV-24) <small>Additional Info: Not for use on Summary Process (eviction) cases</small>
Select	APPLICATION FOR EXECUTION FINANCIAL INSTITUTION-DEBTOR IS NOT A NATURAL PERSON (JD-CV-24N)
Select	APPLICATION FOR EXECUTION-PROPERTY APPLICATION, ORDER, EXECUTION (JD-CV-5)
Select	APPLICATION FOR EXECUTION-WAGES (JD-CV-3) <small>Additional Info: Not for use on Summary Process (eviction) cases</small>
Select	EXECUTION REFILED AS CORRECTED - NO FEE
Select	EXECUTION RETURNED
Select	EXECUTION RETURNED PARTIALLY SATISFIED
Select	EXECUTION RETURNED SATISFIED
Select	EXECUTION RETURNED UNSATISFIED

17. Choose **Select** next to **Application for Execution-Wages (JD-CV-3)** to go to the next page to upload the document you are filing.

Note: You file some documents by creating them in your word processing system. The document you are creating to e-file could be a fillable form from the Judicial Branch website, or you can create your own document. You must convert any fillable form or any document you create to a PDF document.

On the signature lines of your document, you can put your User ID, your typed name, or a pen-to-paper signature. You sign a document that you file electronically by entering your User ID in the signature field in the e-filing system.

File an Execution Electronically in a Small Claims Case (continued)

You file other documents by providing information when you are in the e-filing system. The e-filing system will then fill out the form for you. These documents are called system-populated forms. They are: Reclaims, Jury Claims, Certificates of Closed Pleadings, Appearances, Motions for Continuance, and Withdrawals of all kinds, except Withdrawals of Appearance. For these pleadings or motions, you must fill in the required fields. The document will be created for you by the e-filing system.

Note: Certain documents must be signed pen-to-paper before they are scanned and saved as a PDF document for filing. Those documents include an affidavit, a financial affidavit, any agreement signed by more than one party and a return of service.

In this example, a fillable PDF form from the Judicial Branch website, Application for Execution-Wages (JD-CV-3) was filled in and then saved to a folder on the computer.

18. The party you are filing the document for will already be displayed.
19. Check to be sure that you have selected the case you want to file in
20. Check that you have selected the correct name for your document
21. Enter an additional description of your document.

State of Connecticut Judicial Branch
Superior Court E-Filing

Logged-In User: Anna Karenina (annakarenina) E-Mail: alice.mastry@jud.ct.gov Logout

Case: FBT-CV14-5030205-S KARENINA, ANNA v. THORNTON, TROOPER
Prefix/Suffix: [none] Case type: M03 File Date: 07/28/2014 Return Date: 07/28/2014

Instructions: Enter an additional description of the document you are filing. The information you enter here will appear on the withdrawal form if you are withdrawing an incorrectly-filed document, for example.

You must also check the box to confirm that you have reviewed your document for personal identifying information.

Select **Browse** to upload your document. If you select the incorrect document, you can choose **Delete** to the right of the document name to remove the document and start again.

Select **Continue** to go on to review the document that you have uploaded.

Pleading/Motion/Other documents will be filed on behalf of the following party
P-01 ANNA KARENINA

You have selected the following Pleading/Motion/Other:
APPLICATION FOR EXECUTION-WAGES (JD-CV-3)

Additional Description
Instructions: Add an additional description of the document you are filing here. You should enter the name and entry number of a request that you are objecting to or the motion that you are filing a brief in support of. You must enter the name and date of the event you want to have postponed if you are filing a motion for continuance (postponement). You should enter the name and entry number of the document you want to withdraw if you are filing a withdrawal.

Note: The additional description gives information that helps the Judge on the bench, attorneys and other self-represented parties, and the court staff. It is also required by the revised [Procedures and Technical Standards of E-Services](#). The information you enter in the additional description field will appear on the case detail screen under the name of the motion you are filing.

The use of offensive or inappropriate language in the additional description field is not permitted.

Use the additional description area to give information that is important and related to what you are filing.

22. Check the box to indicate that the document that you are filing does not contain personal identifying information.

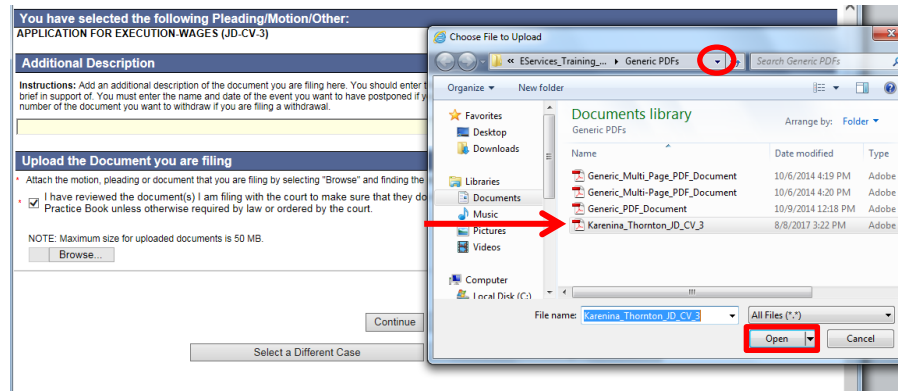
Upload the Document you are filing

* Attach the motion, pleading or document that you are filing by selecting "Browse" and finding the document on your computer and attaching it. It must be a PDF document.

☒ I have reviewed the document(s) I am filing with the court to make sure that they do not contain personal identifying information as defined in section 4-7 of the Connecticut Practice Book unless otherwise required by law or ordered by the court.

File an Execution Electronically in a Small Claims Case (continued)

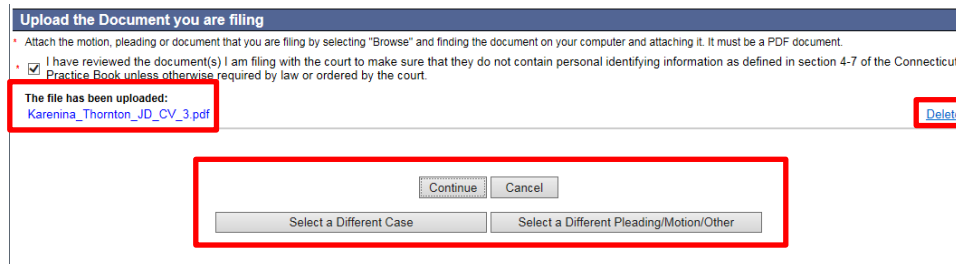
23. Click **Browse** to find the PDF document that you want to file



24. In the **Choose File to Upload** box, click the down arrow to choose the folder where the document is stored

25. Click once on the document you want to attach. *The document must be a PDF document.*

26. Choose **Open**; the file will appear in the area below “Upload the Document you are filing”:



Note: If you need to change the document, you can click on **Delete** to the right of the document to remove the document and then browse and attach a different document.

27. Choose **Continue** to go to the next page to review your document and file it. You can choose one of the other buttons to go to a different case, select a different pleading or motion, or to cancel this filing.

28. Review your document on the page that appears.

Note: Be sure to look at the whole document. E-filing does not check your document. Click on **View All Pages as PDF** at the top right of the display window to see the whole document. You can also print a copy of this document to send to attorneys and other self-represented parties. Court rules require that you send a copy of anything you file with the court to the attorneys and other self-represented parties in your case.

File an Execution Electronically in a Small Claims Case (continued)

[Show Instructions](#) **Review and Certify the Motion/Pleading/Document**

Pleading/Motion/Other documents will be filed on behalf of the following party
P-01 ANNA KARENINA

You have selected the following Pleading/Motion/Other:
APPLICATION FOR EXECUTION-WAGES (JD-CV-3)

Warning: Your document may not appear in the window below right away. It can take several seconds.
You should wait until you can see your document before going ahead with this filing.

Review the document shown in the window to make sure it is the document you want to file.
If your document has more than one page, choose "View All Pages as PDF" to look over all the pages of your document.

Review Document Zoom In 100% Zoom Out **View All Pages as PDF**

APPLICATION, ORDER, EXECUTION
JD-CV-3 Rev. 9-15
C.G.S. §§ 31-58(i), 52-356a, 52-361a, 52-356d,
28 U.S.C. 220(a)(1)

SUPERIOR COURT
www.jud.ct.gov

Instructions
Employer: See Page 2 for instructions

Judgment Creditor or Attorney
1. Unless filing electronically, prepare original and four copies.
2. Attach form JD-CV-3a to the form, or include with execution as one PDF electronic form.
3. Present original and 3 copies to clerk of court.
4. Keep one copy for your file.

Clerk
1. Issue execution by signing original.
2. Enter any court ordered limitation at the bottom of section II on page 2.
3. Return original and 2 copies if on paper.
4. Retain scan copy for court file.

Proper Officer
1. Leave one signed copy with employer.
2. Make return on signed original.
3. Leave one copy of Modification and Exemption Claim form (JD-CV-3a) with employer and fill in "Date of Service" on form.

ADA NOTICE
The Judicial Branch of the State of Connecticut complies with the Americans with Disabilities Act (ADA). If you need a reasonable accommodation in accordance with the ADA, contact a court clerk or an ADA contact person listed at www.jud.ct.gov/ADA.

Name and mailing address of Judgment Creditor or Attorney
(To be completed by Judgment Creditor or Attorney)

Anna Karenina
90 Washington Street
Hartford, CT 06106

Name and mailing address of Judgment Debtor(s)
(To be completed by Judgment Creditor or Attorney)

1001 Main St., Bridgeport, CT
G.A. ☐ J.D. ☒ Housing Session ☐ Date of judgment 6/18/2015 Docket number FBT CV 14 5030205

Name(s) and address(es) of Judgment Creditor(s)
Anna Karenina
90 Washington St.

Name(s) and address(es) of Judgment Debtor(s)
Trooper Thornton
90 Killamey Drive

29. If the document is the one you want to file, you must sign it.

Note: You can enter your User ID or your name on the signature lines in the application and then convert the document to PDF on your computer. You can also print the application and sign it with a pen-to-paper signature before you scan it and save it as a PDF document. The signature that is required by the court is the one you create when you enter your User ID in the e-filing system, not what you put on the document.

Signature Required

* To sign the motion, pleading or document, enter your User ID:

Shopping Cart Note: (optional)

E-File this Pleading/Motion Cancel

Change Pleading/Motion/Other Information Select a Different Case Select a Different Pleading/Motion/Other

30. Click in the box under **Signature Required** and fill in your **User ID** to sign your pleading and the certification.

Note: You can add a note to your shopping cart, which is only viewable by you, if you want to do so. It is an optional field.

31. Choose **E-File this Pleading/Motion** at the bottom of this page.

Note: You can choose **Cancel** or any of the other options at the bottom of this page instead of continuing. Do not use the **Back** button on your browser to navigate through the e-filing system. Use the navigation buttons at the bottom of each screen in the e-filing system. **Do not use the arrows in your browser to move through the e-filing system.**



File an Execution Electronically in a Small Claims Case (continued)

Make a Payment from the Shopping Cart

Before paying for items, you can check your documents by clicking on the link. If you see that you have attached a document that is not correct, you must delete the item and start again. Click the link to **Remove Item from Shopping Cart** to the right of the case name and case type to delete it. This link is outlined in red in the picture below. You will be asked to confirm that you want to delete the item and cancel the transaction.

32. To continue the payment process, choose the item you want to pay for by checking the box to the left of the case name in the Shopping Cart

State of Connecticut Judicial Branch
Superior Court E-Filing

Logged-In User: Anna Karenina (annakarenina) E-Mail: alice.mastry@jud.ct.gov Logout

[Hide Instructions](#) [My Shopping Cart](#)

Instructions: Once you put a case or a document in the shopping cart, it will stay in the shopping cart for 56 days. You can see a summary of the information about any item in the shopping cart, including the name of the case and the title of the documents that are waiting to be filed. You can also select and look at any document shown in the shopping cart. **Note:** If you do not pay the fee for the filing of the case or document and complete the filing, it will be removed from the shopping cart completely on the date that is shown to the left of the filing fee. You can select one item or several items for payment by checking the box under **Select Item** to the left of the item you are filing. Choose **Pay by Credit Card** to make a payment.

Your total single payment by credit card cannot be more than \$30,000.

If you do not want to pay for and file an item, you can delete it from the shopping cart by selecting **Remove Item from Shopping Cart**. To leave the items in the Shopping Cart and return to the Civil/Family/Housing Menu, you can select **Return to Civil/Family/Housing Menu** at the bottom of the page. To leave E-Services, you can select **Logout** from the top of the page.

Select Item	Documents Summary	Will Remain in Shopping Cart Until	Payment Amount
<input checked="" type="checkbox"/>	KARENINA, ANNA v. THORNTON, TROOPER FBT-CV-14-50302055 Electronic Documents: See APPLICATION FOR EXECUTION-WAGES (JD-CV-3) Shopping Cart Notes: [none]	Case Type: M83 10/3/2017	Filing Fee \$105.00 Remove Item from Shopping Cart

Total Amount: \$ 0

[Pay by Credit Card](#) [Return to Superior Court E-Filing Menu](#)

33. Click **Pay by Credit Card** – Discover, Visa, MasterCard or American Express are accepted.

[View Instructions](#) [Payment by Credit Card](#)

Payment Summary Information

Shopping Cart Total: \$95.00
LexisNexis Service Fee: \$2.09
Total Due (USD): \$97.09

Enter Your Payment Information

Agency Amount: \$95.00
LexisNexis Service Fee: \$2.09
Total Payment Amount: \$97.09

First Name* Last Name*
Email Address*
Phone Number
Credit Card Number*
Card Expiration*
1 - January 2017

☐ By checking the box, you are authorizing the payment of the agency amount plus the LexisNexis service fee

[Pay Now](#)

[Privacy](#) [Terms](#) [Contact Us](#)

[Refund Policy](#)

[Return to Shopping Cart](#) [Return to Superior Court E-Filing Menu without processing this payment](#)

34. Enter your payment information in the required fields, and check the box authorizing payment. Then click **Pay Now** to pay the fee and file your application for an execution.

File an Execution Electronically in a Small Claims Case (continued)

Note: The Judicial Branch does not keep your credit card information so you must enter the credit card number and the expiration date for the card any time you are paying a fee.

35. You will see the confirmation page, which includes the date and time of the transaction, the file date, and what you filed.

The screenshot shows the 'State of Connecticut Judicial Branch Superior Court E-Filing' confirmation page. At the top, it says 'Logged-In User: Anna Karenina (annakarenina)' and 'E-Mail: alice.mastrony@jud.ct.gov'. A message states 'You have successfully e-filed!' with a 'Print This Page' button. Below this is a 'Confirmation of E-filed Transaction (print this page for your records)' section with a 'Contact Us' link. The 'Payment Information' section lists: Confirmation Number: 20010580, Total Court Fees: \$105.00, LexisNexis Service Fee: \$2.31, Total Transaction Amount: \$107.31, Payment Method: Credit Card, and Payment Date: 08/08/2017 3:50PM. The 'Document Summary' section includes a link to receive email notifications, Confirmation Number: 20010580, Docket Number: EBTCV145030205S, Case Name: KARENINA, ANNA v. THORNTON, TROOPER, Type of Transaction: Pleading/Motion/Other, Court Fee: \$105.00, Date Filed: AUG-8-2017, Filed By: ANNA KARENINA (annakarenina), Document Filed: 121.00 APPLICATION FOR EXECUTION-WAGES (JD-CV-3), and Date and Time of Transaction: Tuesday, August 08, 2017 3:56:30 PM. At the bottom are buttons for 'Return to Superior Court E-Filing Menu', 'Return to Shopping Cart', and 'File Additional Documents On This Case'.

36. Print this page by clicking **Print This Page**

Note: The revised [Procedures and Technical Standards of E-Services](#) require you to keep a copy of this confirmation page. If you forget to print it, you can get a copy of the page by going to **My E-Filed Items**, entering the dates you filed documents, and then choosing **Details** on the right side of the list of the items you have filed.

37. If you have finished e-filing, remember to log out by clicking the **Logout** button at the top right of the page:

The screenshot shows the header of the 'State of Connecticut Judicial Branch Superior Court E-Filing' page. It includes the 'E-Services Home' link, the 'Logged-In User: Anna Karenina (annakarenina)', the 'E-Mail: alice.mastrony@jud.ct.gov', and a red 'Logout' button.

Need help? If you have any other questions about filing a document on-line, call the E-Services Support Line at (866) 765-4452 or e-mail EServices@jud.ct.gov. If you have questions about your *court file*, please call the clerk of the court where your case is located. You can find the telephone number for the court at the following link: <http://www.jud.ct.gov/directory/directory/location/Default.htm>.